



# Mellish Rugby Football Club Limited

War Memorial Ground, Mapperley Plains, Nottingham, NG3 5RX

Tel: 0115 926 6653 Web [www.mellishrfc.co.uk](http://www.mellishrfc.co.uk)

## Application for hiring of club premises

Subject to availability and confirmation by Mellish RFC LTD

Please fill in the shaded boxes

Date Required	
Function or Meeting Type	
Numbers attending	
Date enquiry submitted	

Facilities Required	From	To
Function Room		
Lounge (if available)		
Kitchen (if available)		
Buffet service		
Tea & coffee service		
Disco (if available)		

Bar Last Orders	
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Hire fees - for the hire of the Club	
Function room	
Lounge charge	
Kitchen charge	
Buffet cost	
Tea & coffee service	
Disco charge (if available)	
Extra Security (for events with under 21 Year olds)	
<b>Total payable 14 days before the hire (Cash or Card only)</b>	

Booking fees - for Deposit and Damage surcharge	
Deposit and damage surcharge £100.00	<b>£100</b>
Additional Damage surcharge (terms & conditions 2)	
<b>Total payable on booking (Cash or Card only)</b>	

Your Details	
Name	
Address	
Post Code	
Telephone	
Mobile	
Email	

Date		Amount	Cash or Card	Received by
	Deposit Paid			
	Hire Fees Paid			
	Deposit Returned			

<b>Additional or special requirements</b>	No Table confetti.
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### Hire Agreement Terms and Conditions

1. Hiring the club is at the discretion of Mellish RFC Limited Management Committee. (Known as the Club).
2. Booking fees for deposit and damage surcharge are required in case of any damage or breakages or loss however caused. At the Clubs discretion an additional damage surcharge may be required. The booking fees are returnable after a daylight inspection with no damage, breakages or losses discovered. In the event of any such damage, breakages or loss greater than the booking fees the hirer will pay the Club the cost of any repair or replacement as decided by the Club. Glasses or bottles being taken outside the Club house will be considered as damage and may result in all or part of the booking fee being retained by the club.
3. It is forbidden for the hirer or their guests to bring alcoholic drinks onto the club premises or grounds for consumption, without prior agreement. Penalty: booking fees retained and or the event cancelled.
4. It is forbidden for the hirer or their guests infringe the licensing regulations, for example; providing alcoholic beverages to persons under the legal drinking age. Penalty booking fees retained and or the event cancelled.
5. The Club will not consider the hire until this form has been completed, signed and returned with the required booking fees. The booking fees are not returnable if the hire is cancelled less than 60 days prior to the event.  
**The balance of the all hire fees must be paid not later than 14 days prior to the hire date.** (Cash or card payment).
6. The hire will be agreed when the date has been confirmed, booking fees have been paid and booking form signed by the Club and returned to the hirer.
7. The booking fees include temporary membership of the Club, for the purpose of the hire and at no other time.
8. It may be required to provide additional security staff, for events with guests under the age of 21. This is fully chargeable to the hirer and must be paid when the hire fees are paid.
9. The Club steward is empowered to refuse to serve any person if, in his opinion, that persons behaviour endangers the Clubs good name or is under the legal drinking age. Proof of age ID must be produced on request otherwise service will be refused.
10. Bar closing and drinking up time will be in strict accordance with clubs licence and the agreed hire period.
11. Disco's/bands must cease playing 15 minutes before the end of the agreed hiring time.
12. All guests must vacate the premise at the end of the agreed hiring time.
13. The club accepts no responsibly for vehicles on the club premises at any time. If vehicles are left over night they must be parked by the hedge.
14. At the end of hire the hirer must clear and remove all equipment, decorations, food residue and other debris to the satisfaction of the Club.
15. The hirer agrees to indemnify and keep indemnified the Club against any costs, claims, actions, or damages in relation to death or personal injury to persons or loss of property from persons using the premises during the period of hire where such death, personal injury or loss is due to the negligent act, omission or default of the hirer, their servants, agents, or persons under the hirer's control. The hirer is responsible for carrying out their own risk assessment prior to the start of the event.
16. The Club reserve the right to cancel the hire at any time for the following reasons, (this list is not exhaustive) breach of the hire terms and condition, health and safety risks, security risks, commercial issues or any other areas of concerns for the club. If the club cancels prior to the hire all fees will be returned.

Hirers Signature  I am over 18 years of age and have read and agree to observe the terms and conditions.		Club Official Signature  This confirms the hire agreement	
Name of hirer		Name of club official	
Date		Date	